



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

ADMINISTRATIVE AIDE

Posting Number

PN# 111682

Department

HOUSING and COMMUNITY DEVELOPMENT

Division

HOUSING PROGRAMS & INSPECTION SERVICES

Section

HOUSING PROGRAMS

Reporting Location

601 SAWYER, 4TH FLOOR

Workdays & Hours

MONDAY-FRIDAY, 8:00 am-5:00 pm*

**Subject to change*

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

- Answer multi-line telephone, create in-take forms and disseminate accurate information.
- Provide research assistance and resolve questions related to the program.
- Participate in various group and individual projects.
- Create and maintain spreadsheets and databases.
- Create and maintain files.
- Provide technical guidance and assistance to clerical staff.
- Perform other duties as requested.

WORKING CONDITIONS

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

MINIMUM EDUCATIONAL REQUIREMENTS

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of clerical or administrative experience are required.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

Excellent communication skills and ability to use Microsoft Excel, Project and Word are preferred. Must be able to embrace new techniques quickly and manage document flow.

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☐ Yes

☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 10

\$723 - \$1,004 Biweekly \$ 18,798 - \$26,104 Annually

OPENING DATE

June 28, 2006

CLOSING DATE

July 5, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 868-8373. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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